

## TAX ASSISTANCE CENTER - Tax Payer Information Sheet

Welcome to the Tax Assistance Center! The Tax Center will begin making appointments on 1 February 2007 for the preparation and filing of your tax returns. Each task force has one or more designated tax assistance representative(s) to answer your questions and to assist you in the preparation and filing of your taxes.

For questions and to schedule appointments, we ask that you first contact your first line supervisor to find out who your unit tax assistance representative is. If they are unable to help you for any reason they will refer you to the Tax Assistance Center for further guidance.

BEFORE you schedule an appointment for the preparation of your tax return, you will need to collect the following information:

- Social Security Numbers and names that match exactly those on the Social Security Cards;
- All of your W2s, IRS Forms 1099s stating interest, dividends, capital gains, distributions from pensions & IRAs, unemployment compensation, or miscellaneous income;
- To claim adjustments, credits, or itemized deductions, have receipts & total amounts;
- For childcare credit, make sure you have the employee identification number (EIN) or SSN for the care provider;
- To claim a dependency exemption, a non-custodial parent should have IRS Form 8332 (Release of Claim to Exemption for Child of Divorced or Separated Parents), Separation Agreement or Divorce Decree;
- If direct deposit is desired, have a voided check, if possible, with your financial institution's name, routing number and account number on it;
- If you are filing a joint return with your spouse, and he or she is not going to be able to sign your return, ensure that you have a valid power of attorney or IRS Form 2848, so that you can sign for your spouse.

If you are unable to collect all of the necessary information in order to file your taxes with the Tax Assistance Center, you have two options:

1) We will provide you with a power of attorney so that you can designate another individual to file your taxes on your behalf in the rear; or

2) You can take advantage of the combat zone extension and file upon your redeployment from Kosovo. The extension is 180 days plus the number of days between 1 January and 15 April 2006 that you were in the combat zone. This extension begins the day you redeploy. **During a combat zone extension, assessment and collection of taxes is also extended. No interest or penalties will be charged during this extension period. Notifying the IRS by e-mail about combat zone service:** the Internal Revenue Service identifies taxpayers who are serving in a combat zone so that the IRS may suspend compliance actions, such as audits or enforced collections, until 180 days after the taxpayer has left the zone.

Taxpayers qualifying for such combat zone relief may also notify the IRS directly of their status through a special e-mail address: [combatzone@irs.gov](mailto:combatzone@irs.gov). They should provide name, stateside address, date of birth and date of deployment to the combat zone. **Note: Do not include any social security numbers in an e-mail.** This notification may be made by the taxpayer, spouse, or authorized agent or representative. The IRS cannot provide tax account information by e-mail. Therefore, they will send responses to any questions about the taxpayer's account by regular mail to the address IRS records for the person, within two business days. The IRS may provide general answers to questions regarding the status of individual combat zone updates via e-mail.

Please keep in mind that, because of the high volume of tax returns we expect to prepare, or due to the complex nature of your individual return, we may not be able to prepare and file your return on the same day that you provide all of the required information. All tax returns will, however, be prepared in a timely manner. We appreciate your patience.